

What YOU need to know!

HAVE A PLAN! Understand what might happen to your business in case a fire, hurricane, tsunami or other disaster occurs. Work with your management team, and develop a disaster plan. Conduct meetings with your staff and employees to review your plan, and be sure that everyone understands it. Also remember that afterhours employees may not be able to get to your facility if there is an evacuation order in place.

PREPARE AND PLAN!

CONTINGENCY – In addition to a disaster plan consider hardening your business. Plywood, shutters or hurricane rated window tint or resistant screens and doors to secure your facility. If in a flood prone area keep a supply of sand bags or flood control barriers on hand. If your facility is in a coastal evacuation zone you will need to plan for that eventuality.

BUSINESS CONTINUITY—Plan to protect, secure and possibly store off-site important business records and files. Make a digital photo file of important assets. Develop a communication plan that addresses employees, vendors and customers. Plan to be back in operation as soon as possible following a major disaster.

BE PERSONALLY DISASTER PREPARED! - As a business owner or manager you are a critical element of the daily operations. More than likely you will have to be on the job in the worst of times. Be sure that you have adequate disaster supplies at work and home and that your family is prepared at home so that you can remain at your job if needed. The same applies to employees. Ensure that they are prepared at home should they have to leave their families and report to work.

DISASTER PLANNING ASSISTANCE - Don't be afraid to ask for help. Our department can assist you with developing a business disaster plan, identify evacuation and shelter procedures as well as helping you and your employees be better prepared for the next disaster.

DEPARTMENT OF EMERGENCY MANAGEMENT

City and County of Honolulu

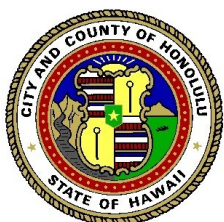
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Plan and Prepare Now for the Next Disaster

Learn – Educate yourself on disasters that can affect you and your Family.

Plan – Create and exercise a Family Disaster Plan. Locate a secondary meeting place and designate an off island contact.

Individual, Family and Business Disaster Planning – Disaster planning is everyone's business. Carefully review this information and take the time today to discuss preparedness planning with family, friends and co-workers.

Develop a 14-Day Disaster Supplies Kit

Your disaster supplies kit should contain enough of the following items to last for at least 14-days:

- **Water** - One gallon of water per person per day for seven days for drinking and sanitation
- **Food** - Non-perishable food that does not require cooking. Survival foods such as Peanut Butter, Protein Shakes, Dried Fruits, Nuts
- **Eating Utensils** – Plates, mess kits, forks and chop sticks. Don't forget a non-electric can opener for canned foods
- **Radio** - Battery-powered or hand crank radio with NOAA Weather alert
- **Light** - Flashlight and or a portable fluorescent light
- **Spare batteries** - Check annually
- **First Aid** – Get a good kit and consider enrolling in a certified first aid course
- **Whistle** – Important for signaling for help. A whistle carries much farther than the human voice and uses less energy than yelling
- **Dust Mask** – Helps to filter contaminated air
- **Sanitation** - Moist towelettes, heavy duty garbage bags, hand sanitizer gel, toilet paper, baking soda/kitty litter to absorb odors, gloves and plastic ties for personal sanitation
- **Tools** - Wrench or pliers to turn off utilities, duct tape
- **Maps** - Local area maps
- **Prescription** – Special medications, glasses and medical devices
- **Pets** - Pet food and extra water for your pet
- **Miscellaneous** – Infant Formula, diapers, incontinent supplies, feminine products

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